

SECRET II
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140129-0

PREPARE IN DUPLICATE

DDS/OTR/ 12 25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)

Real Property Report
Form 11-57 979

2. TYPE
OF
REPORT

STATISTICAL
X NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

X

PERSONNEL

LOGISTICS

RECD

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual

6. DISTRIBUTION (No. of components not
number of copies)

One

7. FORMAT (memorandum, form
computer print-out, etc)

Memo

8. ADP PROCESSING

YES
X NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

C/Real Estate & Construction Div/OL

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Public Works -

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

Forms 2356 & 2358)

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-9	\$5.70		40		\$228.00		2		\$456.00
GS-5	\$3.60		16		\$ 57.60		2		\$115.20

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$571.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required for Headquarters records. Information on alterations, improvements and
construction at An "Initial Real Property Report" is prepared when
buildings/structures are activated. Report required by RECD.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X RETAIN AS IS
CHANGE
DISCONTINUE
OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS
0

DOLLARS
0 25X1

16. DATE OF INVENTORY

5 Oct. 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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C/P Public Works Branch

18. EXTENSION

FORM 11-2

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